



Tuesday, 21 February 2023

Dear Sir/Madam

A meeting of the Council will be held on Wednesday, 1 March 2023 in the Council Chamber, Council Offices, Foster Avenue, Beeston NG9 1AB, commencing at 7.00 pm.

Should you require advice on declaring an interest in any item on the agenda, please contact the Monitoring Officer at your earliest convenience.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Ruth E Hyde'.

Chief Executive

To Councillors: E H Atherton
D Bagshaw
S A Bagshaw
L A Ball BEM
M Brown
B C Carr
S J Carr
M J Crow
T A Cullen (Mayor)
S Dannheimer
S Easom
L Ellis
L Fletcher
J C Goold
D Grindell
T Hallam
M Handley
M Hannah
R I Jackson
E Kerry
S Kerry
H G Khaled MBE

L A Lally
P Lally
H Land
R D MacRae
G Marshall
J W McGrath
J M Owen
P J Owen
J P T Parker
S Paterson
J C Patrick
D D Pringle
M Radulovic MBE
R S Robinson
P Roberts-Thomson
C M Tideswell
I L Tyler
P D Simpson
H E Skinner
D K Watts
E Williamson
R D Willimott

A G E N D A

1. APOLOGIES FOR ABSENCE

To receive apologies and to be notified of the attendance of substitutes.

2. DECLARATIONS OF INTEREST

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

3. MINUTES

(Pages 7 - 14)

Council is asked to confirm as a correct record the minutes of the meeting held on 14 December 2022.

4. MINUTES OF THE FREEMAN AND ALDERMAN COUNCILS

(Pages 15 - 16)

Council will receive the minutes of the Freeman and Alderman Councils which took place on 14 December 2022.

5. MAYOR'S ANNOUNCEMENTS

6. REFERENCES

6.1 Independent Remuneration Panel

(Pages 17 - 30)

25 January 2023
Members' Allowances

The Panel discussed Members' allowances to recommend for the financial year 2023/24. It was noted that an increase of 5% for the employee pay award had been set aside in the budget, and it was agreed that Councillors be awarded the same.

There followed a debate about the Business Manager Roles that had been removed from the scheme of Members' allowances in September. It had been considered that there was a lack of evidence for the usefulness of the roles. However, the feedback from Councillors cross party had

been that the Business Managers were essential in organising attendance at Committees and mentoring new Councillors. It was agreed that there should be two Business Managers, one for the administration and one for the opposition. It was also agreed that the allowance for the role should be £315 per annum.

RECOMMENDED to full Council that there should be a 5% increase in Member's allowances at an increased cost of £14,302 per annum and that the two Business Managers role be reinstated with an allowance of £315 each per annum.

6.2 Cabinet

(Pages 31 - 34)

20 December 2022

Local Council Tax Support Scheme 2023/24

Members considered the arrangements to operate the Local Council Tax Support Scheme 2023/24. The level of Local Council Tax Support Scheme had risen slightly in 2020/21 as a result of the pandemic. However, the last and current year was showing a reducing spend. It was noted that any alterations to the scheme would have to go through a formal consultation process. The scheme was incorporated within the Council Tax Base calculation.

RECOMMENDED to Council that the current Local Council Tax Support Scheme remains in place for 2023/24.

Reason

Under section 13A (2) of the Local Government Finance Act 1992, the Council as billing authority must make a localised Council Tax Reduction Scheme in accordance with Schedule 1A to the Act. Each financial year the Council must consider whether to revise its scheme, or to replace it with another scheme.

7. PAY POLICY STATEMENT 2023-2024

(Pages 35 - 62)

To enable Council approval for the Pay Policy statement for 2023/24

8. DESIGNATION OF POLLING PLACES

Since the meeting of Council on 14 December 2022, it has become necessary to change the following 3 polling places:

| Polling district | Current polling place | Proposed polling place |
|-------------------------|---|--|
| BCT2 | Creo, Seven Oaks Crescent, Bramcote | BCT2/1 – SW Hair, Seven Oaks Crescent, Bramcote BCT2/2 – Temporary unit, Eastcote Avenue, Bramcote (subject to agreement from Via to use the land*) |
| KIM1 | Temporary units, Sainsbury's car park, Main Street, Kimberley | Kettlebrook Lodge, Eastwood Road, Kimberley |
| KIM6 | Kettlebrook Lodge, Eastwood Road, Kimberley | Holy Trinity Church Hall, Church Hill, Kimberley |

*If agreement is not forthcoming from Via, an alternative site will need to be identified for part of BCT2 and the Chief Executive, as Returning Officer, will be asked to approve the alternative polling place for the elections on 4 May 2023 under delegated powers. The situation in BCT2 will be reviewed for future elections.

Council is asked to RESOLVE that the amendments to the designation of polling places be approved.

9. AMENDMENTS TO THE CONSTITUTION

The Discretionary Financial Assistance Regulations 2001 state that it is the responsibility of the individual Local Authority as to which body considers appeals regarding the making, cancellation or recovery of discretionary housing payments. At Broxtowe, this has been undertaken by the Discretionary Housing Payments Panel, although over recent years the Panel has met so infrequently that Council voted to remove payments for Panel members in 2022. It is necessary to retain a body to undertake these functions and it is considered that transferring the responsibilities to the Licensing and Appeals Committee and creating panels as necessary will allow for a greater pool of Councillors to

consider the appeals. Furthermore, this will bring the procedure in line with other appeals considered by members.

Council is asked to RESOLVE that the responsibilities for the Discretionary Housing Payments Panel be transferred to the Licensing and Appeals Committee.

10. ATTENDANCE AT MEETINGS

The Local Government Act 1972 states that when a Councillor fails to attend any meeting for six consecutive months from the date of their last attendance, then, subject to certain exceptions, they cease to be a Member of the authority, unless the Council accepts a reason for the failure to attend before the six months expires. Councillor Eileen Atherton is currently unable to attend Council meetings and in the circumstances, it is put before Members to consider a dispensation under Section 85 (1) of the Local Government Act 1972 for the period of six months from 1 March 2023 before which forfeiture applies.

Council is asked to CONSIDER a dispensation for Councillor Eileen Atherton for a period of six months from the date of this meeting and RESOLVE accordingly.

11. TO APPROVE THE REVENUE AND CAPITAL BUDGETS, CAPITAL STRATEGY, TREASURY MANAGEMENT STRATEGY, INVESTMENTS STRATEGY, MEDIUM TERM GENERAL FUND FINANCIAL STRATEGY AND FIX THE COUNCIL TAX FOR THE YEAR COMMENCING 1 APRIL 2023

(Members should note that, in accordance with the Local Authorities (Standing Orders) (England) (Amendment Regulations 2014, there will be a recorded vote on this item).

Cabinet, at its meeting held on 7 February 2023, considered a Budget Proposals and Associated Strategies report dealing with:

- Impact Analysis;
- Housing Revenue Account Budget and Council House Rents 2023/24;
- General Fund Revenue Budget 2023/24;
- Capital Programme 2023/24 to 2025/26;
- Capital Strategy 2023/24 to 2025/26;
- Treasury Management Strategy 2023/24 to 2025/26;

- Investments Strategy 2023/24 to 2025/26; and
- General Fund Medium Term Financial Strategy to 2026/27.

The report is available in the Members Room and is also included at <https://democracy.broxtowe.gov.uk/ieListDocuments.aspx?CId=229&MId=816&Ver=4>. Paper copies are also available upon request. The minutes which reflect the recommendations as agreed by Cabinet are available at <https://democracy.broxtowe.gov.uk/documents/g816/Printed%20minutes%20Tuesday%2007-Feb-2023%2018.00%20Cabinet.pdf?T=1>

The recommendations from that report have been referred to the Council for resolution and these are set out below together with the resolution to fix the Council Tax for the 2023/24 financial year.

The precept figure for Nottinghamshire and City of Nottingham Fire and Rescue Authority had not been confirmed at the time of printing these papers. These will be considered and resolved at its meeting to be held on 24 February 2023. Any changes resulting from this meeting will be reflected in sections 4 and 5 of the resolution and presented at the Council meeting on 1 March 2023.

The Council is asked to RESOLVE that:

1. **The recommendations arising from the Cabinet meeting of 7 February 2023 as set out below be approved and adopted.**
 - **The Housing Revenue Account budget as submitted be approved.**
 - **The General Fund revenue budgets as submitted be approved.**
 - **The capital submissions and priorities within them be approved and the Deputy Chief Executive be authorised to arrange the financing of the capital programme as necessary.**
 - **An amount of £25,000 be provided for a General Contingency in 2023/24.**
 - **The Council Tax Requirement for 2023/24 including special expenses (but excluding local precepting requirements) be £6,372,250.**
 - **An amount of £1,190,742 be withdrawn from the General Fund reserves in 2023/24 to include:**
 - a) **£938,181 from General Fund balances.**
 - b) **£252,561 from the General Fund earmarked reserves.**
 - **The Capital Strategy 2023/24 to 2025/26 be approved.**
 - **The Minimum Revenue Provision policy as set out be approved.**

- The Treasury Management Strategy 2023/24 to 2025/26 be approved.
 - The Investments Strategy 2023/24 to 2025/26 be approved.
 - The General Fund Medium Term Financial Strategy to 2026/27 be approved.
2. It be noted that Cabinet, at its meeting on 20 December 2022, approved the following amounts for the year 2023/24 in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012:

(a) 34,861.86 being the amount calculated by the Council, in accordance with regulation 3 of the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012, as its council tax base for the year.

(b) Part of the Council's area

| | |
|------------------------------|-----------|
| Parish of Awsworth | 577.62 |
| Parish of Brinsley | 713.48 |
| Parish of Cossall | 248.54 |
| Parish of Eastwood | 3,050.06 |
| Parish of Greasley | 3,732.76 |
| Parish of Kimberley | 1,883.90 |
| Parish of Nuthall | 2,265.27 |
| Parish of Stapleford | 4,206.21 |
| Parish of Trowell | 841.96 |
| Beeston Special Expense Area | 17,163.57 |

being the amounts calculated by the Council, in accordance with regulation 6 of the Regulations as the amounts of its council tax base for the year for dwellings in those parts of its area to which one or more special items relate.

The amount calculated for dwellings in those parts of its area to which no special item relates is 178.49.

3. The following amounts be now calculated by the Council for the year 2023/24 in accordance with Sections 31 to 36 of the Local Government Finance Act 1992 (the Act) as amended:

(a) £55,280,783 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (2) of the Act.

(b) £47,948,445 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the Act.

- (c) £7,332,338 being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council, in accordance with Section 31A (4) of the Act, as its council tax requirement for the year.
- (d) £210.33 being the amount at 3(c) above divided by the amount at 2(a) above, calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its council tax for the year.
- (e) £985,388 being the aggregate amount of all special items (including parish precepts and special expenses) referred to in Section 34(1) of the Act.
- (f) £182.06 being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by the amount at 2(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates.

(g) **Part of the Council's Area**

| | |
|------------------------------|---------|
| Parish of Awsworth | £316.61 |
| Parish of Brinsley | £284.35 |
| Parish of Cossall | £228.92 |
| Parish of Eastwood | £220.51 |
| Parish of Greasley | £243.01 |
| Parish of Kimberley | £253.29 |
| Parish of Nuthall | £235.34 |
| Parish of Stapleford | £209.30 |
| Parish of Trowell | £281.24 |
| Beeston Special Expense Area | £183.53 |

being the amounts given by adding to the amount at 3(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 2(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its council tax for the year for dwellings in those parts of its area to which one or more special items relate.

| PART OF THE COUNCIL'S AREA | VALUATION BANDS | | | | | | | |
|---------------------------------------|-----------------|--------|--------|---------------|--------|--------|--------|--------|
| | A £ | B £ | C £ | D £ | E £ | F £ | G £ | H £ |
| Parish of Awsworth | 211.07 | 246.25 | 281.43 | 316.61 | 386.97 | 457.33 | 527.68 | 633.22 |
| Parish of Brinsley | 189.57 | 221.16 | 252.76 | 284.35 | 347.54 | 410.73 | 473.92 | 568.70 |
| Parish of Cossall | 152.61 | 178.05 | 203.48 | 228.92 | 279.79 | 330.66 | 381.53 | 457.84 |
| Parish of Eastwood | 147.01 | 171.51 | 196.01 | 220.51 | 269.51 | 318.51 | 367.52 | 441.02 |
| Parish of Greasley | 162.01 | 189.01 | 216.01 | 243.01 | 297.01 | 351.01 | 405.02 | 486.02 |
| Parish of Kimberley | 168.86 | 197.00 | 225.15 | 253.29 | 309.58 | 365.86 | 422.15 | 506.58 |
| Parish of Nuthall | 156.89 | 183.04 | 209.19 | 235.34 | 287.64 | 339.94 | 392.23 | 470.68 |
| Parish of Stapleford | 139.53 | 162.79 | 186.04 | 209.30 | 255.81 | 302.32 | 348.83 | 418.60 |
| Parish of Trowell | 187.49 | 218.74 | 249.99 | 281.24 | 343.74 | 406.24 | 468.73 | 562.48 |
| Beeston Special Expense Area | 122.35 | 142.75 | 163.14 | 183.53 | 224.31 | 265.10 | 305.88 | 367.06 |
| All other parts of the Council's Area | 121.37 | 141.60 | 161.83 | 182.06 | 222.52 | 262.98 | 303.43 | 364.12 |

being the amounts given by multiplying the amounts at 3(f) and 3(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in Valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

4. That it be noted for the year 2023/24, the Nottinghamshire and City of Nottingham Fire and Rescue Authority, Nottinghamshire County Council and the Nottinghamshire Police and Crime Commissioner are proposing the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings shown below:

| PRECEPTING AUTHORITY | VALUATION BANDS | | | | | | | |
|---|-----------------|----------|----------|-----------------|----------|----------|----------|----------|
| | A £ | B £ | C £ | D £ | E £ | F £ | G £ | H £ |
| Nottinghamshire County Council | 1,149.11 | 1,340.62 | 1,532.14 | 1,723.66 | 2,106.70 | 2,489.73 | 2,872.77 | 3,447.32 |
| Nottinghamshire Police and Crime Commissioner | 179.46 | 209.37 | 239.28 | 269.19 | 329.01 | 388.83 | 448.65 | 538.38 |
| Nottinghamshire and City of Nottingham Fire and Rescue Authority | 59.71 | 69.67 | 79.62 | 89.57 | 109.47 | 129.38 | 149.28 | 179.14 |

5. That, having calculated the aggregate in each case of the amounts at 3(h) and 4 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of council tax for the year 2023/24 for each of the categories of dwellings shown below:

| PART OF THE COUNCIL'S AREA | VALUATION BANDS | | | | | | | |
|--|-----------------|----------|----------|-----------------|----------|----------|----------|----------|
| | A £ | B £ | C £ | D £ | E £ | F £ | G £ | H £ |
| Parish of Awsworth | 1,599.35 | 1,865.91 | 2,132.47 | 2,399.03 | 2,932.15 | 3,465.27 | 3,998.38 | 4,798.06 |
| Parish of Brinsley | 1,577.85 | 1,840.82 | 2,103.80 | 2,366.77 | 2,892.72 | 3,418.67 | 3,944.62 | 4,733.54 |
| Parish of Cossall | 1,540.89 | 1,797.71 | 2,054.52 | 2,311.34 | 2,824.97 | 3,338.60 | 3,852.23 | 4,622.68 |
| Parish of Eastwood | 1,535.29 | 1,791.17 | 2,047.05 | 2,302.93 | 2,814.69 | 3,326.45 | 3,838.22 | 4,605.86 |
| Parish of Greasley | 1,550.29 | 1,808.67 | 2,067.05 | 2,325.43 | 2,842.19 | 3,358.95 | 3,875.72 | 4,650.86 |
| Parish of Kimberley | 1,557.14 | 1,816.66 | 2,076.19 | 2,335.71 | 2,854.76 | 3,373.80 | 3,892.85 | 4,671.42 |
| Parish of Nuthall | 1,545.17 | 1,802.70 | 2,060.23 | 2,317.76 | 2,832.82 | 3,347.88 | 3,862.93 | 4,635.52 |
| Parish of Stapleford | 1,527.81 | 1,782.45 | 2,037.08 | 2,291.72 | 2,800.99 | 3,310.26 | 3,819.53 | 4,583.44 |
| Parish of Trowell | 1,575.77 | 1,838.40 | 2,101.03 | 2,363.66 | 2,888.92 | 3,414.18 | 3,939.43 | 4,727.32 |
| Beeston Special Expense Area | 1,510.63 | 1,762.41 | 2,014.18 | 2,265.95 | 2,769.49 | 3,273.04 | 3,776.58 | 4,531.90 |
| All other parts of the Council's Area | 1,509.65 | 1,761.26 | 2,012.87 | 2,264.48 | 2,767.70 | 3,270.92 | 3,774.13 | 4,528.96 |

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COUNCIL

WEDNESDAY, 14 DECEMBER 2022

Present: Councillor D Grindell, Mayor

Councillors: D Bagshaw
L A Ball BEM
M Brown
B C Carr
S J Carr
M J Crow
T A Cullen
S Dannheimer
S Eason
L Ellis
L Fletcher
J C Goold
T Hallam
M Handley
R I Jackson
E Kerry
S Kerry
H G Khaled MBE
L A Lally
P Lally
H Land
R D MacRae
G Marshall
J M Owen
P J Owen
S Paterson
J C Patrick
D D Pringle
M Radulovic MBE
R S Robinson
P Roberts-Thomson
C M Tideswell
I L Tyler
P D Simpson
H E Skinner
D K Watts

Apologies for absence were received from Councillors E H Atherton, S A Bagshaw, M Hannah, J W McGrath, J P T Parker, E Williamson and R D Willimott.

48 DECLARATIONS OF INTEREST

Councillors H E Skinner and C M Tideswell declared non-registrable interests in item 8.2 as members of the Toton and Chilwell Neighbourhood Forum, minute number 53.2 refers.

Councillor S Easom declared an other registrable interest in item 10.4, due to his position on the Liberty Leisure Board of Directors. Minute number 56.4 refers.

49 MINUTES

The minutes of the meetings held on 12 October 2022 and 16 November 2022 were confirmed as a correct record.

50 MAYOR'S ANNOUNCEMENTS

The Mayor gave a resume of his recent engagements, which included his attendance at a number of Christmas engagements. Furthermore, the Mayor welcomed the new Youth Mayor on her appointment.

51 SUSPENSION OF STANDING ORDERS

It was proposed by Councillor M Radulovic MBE and seconded by Councillor M Brown that Standing Order 11.1 be suspended which requires seven working days to be given for a motion. On being put to the vote the proposal was carried.

The following motion was proposed by Councillor M Radulovic MBE and seconded by Councillor M Brown:

“This Council wishes to place on record our serious concerns about the history and future of the Matkin Tip site and the impact on the quality of life on local residents. This Council therefore resolves to call on the Secretary of State to instigate a formal public inquiry to examine the history and future of this contaminated site.”

A recorded vote was proposed by Councillor M Radulovic MBE and seconded by at least five other Councillors.

| <u>For</u> | <u>Against</u> | <u>Abstention</u> |
|--------------|----------------|-------------------|
| D Bagshaw | | |
| L A Ball BEM | | |
| M Brown | | |
| B C Carr | | |
| S J Carr | | |
| M J Crow | | |
| T A Cullen | | |
| S Dannheimer | | |
| S Easom | | |
| L Ellis | | |
| L Fletcher | | |
| J C Goold | | |
| D Grindell | | |
| T Hallam | | |
| M Handley | | |
| R I Jackson | | |
| E Kerry | | |

S Kerry
H G Khaled MBE
L A Lally
P Lally
H Land
R D MacRae
G Marshall
J M Owen
P J Owen
S Paterson
J C Patrick
D Pringle
M Radulovic MBE
T Roberts-Thomson
R S Robinson
P D Simpson
H E Skinner
C M Tideswell
I L Tyler
D K Watts

52 LEADER'S REPORT

The Leader presented his report, which stated that the recent LGA peer review had gone extremely well. Gratitude was expressed to employees, partners and Councillors who participated in the review by being interviewed by the team during the week they were on site. The initial feedback was extremely positive, the peer team described the Council as a good council and said that much of what Broxtowe does is excellent. The team was impressed by the level of ambition and stated that they could see we were a council that delivered and was 'punching above its weight'. There was care for and support vulnerable people in the community and positive comments were made about the quality of political and managerial leadership, relationships between officers and members and the enthusiasm and positive attitudes of employees. In respect of the approach to reducing the impact of climate change they said that they thought we were trailblazers, and many of the ideas and actions we were engaged with they intended to copy and take back to their own authorities. We will receive their full report in due course and this will be published and reported to the Cabinet with an action plan which will address some suggestions for improvement the team made during their time with us.

Members were aware people in our community are struggling with cost of living pressures and astonishingly high energy and fuel costs. The Council's website contained information about sources of help and advice. The last edition of Broxtowe Matters contained a cost of living special. The Leader stated his gratitude for the work of voluntary sector agencies such as local food banks and food clubs, the CAB and also for the active way in which the financial inclusion officers were supporting Broxtowe tenants.

Responses to comments included:

- Shared Prosperity Fund – this was good news for the Council.
- Devolution – the Council would continue to work positively and constructively.

- Peer review – the final comments would be received with interest but the initial feedback was very positive.

53 PUBLIC QUESTIONS

There were no public questions.

54 UPDATE FROM THE BROXTOWE YOUTH MAYOR

The Youth Mayor stated that she would like to make a positive contribution for young people in the borough during her time in the role and wished Members a happy Christmas.

55 REFERENCE

55.1 INTERIM REVIEW OF POLLING DISTRICTS AND POLLING PLACES

An interim review of polling districts and polling places was carried out between 1 August and 30 September 2022. No responses were received in respect of the proposed changes to polling districts arising out of the Community Governance Review completed earlier in the year.

RESOLVED that the proposed changes to the polling districts in appendix 1 and the designation of polling places set out in appendix 2 to the report be approved.

55.2 TOTON AND CHETWYND BARRACKS STRATEGIC MASTERPLAN

At the Cabinet meeting held on 8 December 2022, it was resolved defer the item until the appropriate time in order for further consultation to be undertaken. Consequently, the reference to Council was not considered.

56 PROGRAMME OF MEETINGS FOR MAY 2023 TO APRIL 2024

Members considered the Programme of Meetings for May 2023 to April 2024. In accordance with the Member Development Charter criteria the Programme had taken account of school holidays, cultural and faith commitments and had been composed as to avoid any collision with significant dates.

RESOLVED that the Programme of Meetings for May 2023 to April 2024 be approved.

57 PORTFOLIO HOLDERS REPORTS

57.1 REPORT OF THE PORTFOLIO HOLDER FOR RESOURCES AND PERSONNEL POLICY

The Portfolio Holder for Resources and Personnel Policy presented his report.

57.2 REPORT OF THE PORTFOLIO HOLDER FOR ECONOMIC DEVELOPMENT AND ASSET MANAGEMENT

The Portfolio Holder for Economic Development and Asset Management presented his report. Responses to comments included:

- Asset Management Strategy – the plans were ambitious and work would take place to ensure that future reports contained the necessary detail.
- Markets – footfall information would be included in the next update to Council. The employees involved were hugely beneficial for the areas.

57.3 REPORT OF THE PORTFOLIO HOLDER FOR HOUSING

The Portfolio Holder for Housing presented his report. Responses to comments included:

- Ukrainian refugees – the situation in Ukraine was an horrific tragedy. The government would be urged to extend the current safe houses arrangements for a further six months.
- Trowell – two empty houses in Trowell were thought to be part of planning development.

57.4 REPORT OF THE PORTFOLIO HOLDER FOR LEISURE AND HEALTH

The Portfolio Holder for Leisure and Health presented his report. Responses to comments included:

- Liberty Leisure – the role of the Shareholder Committee was to keep members updated as to leisure plans in the Borough. Further information was scheduled to be submitted to Cabinet on 7 February 2023 which would include financial information.

57.5 REPORT OF THE PORTFOLIO HOLDER FOR ENVIRONMENT AND CLIMATE CHANGE

The Portfolio Holder for Environment and Climate Change presented her report. Responses to comments included:

- Carbon Neutrality – this was an aspirational Council whose aim to be carbon neutral by 2027 suited the ambitions of the Council.

57.6 REPORT OF THE PORTFOLIO HOLDER FOR COMMUNITY SAFETY

The Portfolio Holder for Community Safety presented his report. Responses to comments included:

- Anti-Social Behaviour – funding had been granted for specific areas but consultation could take place with members if there were concerns over specific parts of the Borough.

58 REPORT ON SCRUTINY MATTERS

The Chair of the Overview and Scrutiny Committee provided an update on current scrutiny matters.

59 MEMBERS' QUESTIONS

There were no member questions.

60 MEMBERS' SPEECHES ON WARD ISSUES

There were no members' speeches on ward issues.

61 QUESTIONS ON OUTSIDE BODIES

There were no questions on outside bodies.

62 ATTENDANCE AT MEETINGS

The Local Government Act 1972 states that when a Councillor fails to attend any meeting for six consecutive months from the date of their last attendance, then, subject to certain exceptions, they cease to be a Member of the authority, unless the Council accepts a reason for the failure to attend before the six months expires. It is put before Members to consider a dispensation under Section 85 (1) of the Local Government Act 1972 for the period of six months from 14 December 2022 before which forfeiture applies.

RESOLVED that Councillor S A Bagshaw be granted a dispensation under 85 (1) of the Local Government Act 1972 for the period of six months from 14 December 2022.

63 APPOINTMENTS TO COMMITTEES AND WORKING GROUPS

RESOLVED that:

1. **Councillor L Ellis replace Councillor J C Goold on the Overview and Scrutiny Committee.**

- 2. Councillor J C Goold replace Councillor E H Atherton on the Local Joint Consultative Committee.**
- 3. Councillor J C Goold be added to the Licensing and Appeals Committee.**
- 4. Councillor S J Carr be appointed to the Parking and Traffic Regulations Outside London Committee as the Council's representative on this Outside Body.**

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Public Document Pack Agenda Item 4.

COUNCIL

WEDNESDAY, 14 DECEMBER 2022

Present: Councillor D Grindell, Chair

Councillors: D Bagshaw
L A Ball BEM
M Brown
B C Carr
S J Carr
M J Crow
T A Cullen (Vice-Chair)
S Dannheimer
S Easom
L Ellis
L Fletcher
J C Goold
T Hallam
M Handley
R I Jackson
E Kerry
S Kerry
H G Khaled MBE
L A Lally
P Lally
H Land
R D MacRae
G Marshall
J W McGrath
J M Owen
P J Owen
S Paterson
J C Patrick
D D Pringle
M Radulovic MBE
R S Robinson
P Roberts-Thomson
C M Tideswell
I L Tyler
P D Simpson
H E Skinner
D K Watts

Apologies for absence were received from Councillors E H Atherton, S A Bagshaw, M Hannah, J P T Parker, E Williamson and R D Willimott.

46 DECLARATIONS OF INTEREST

There were no declarations of interest.

47 FREEMAN OF THE BOROUGH

It was proposed by Councillor R D MacRae and seconded by Councillor J W McGrath that:

“Karen Moore being a person who has rendered eminent services to the Borough within the meaning of the Local Government Act 1972, be admitted as an Honorary Freeman of the Borough of Broxtowe.

That a Certificate of Admission be presented to Karen Moore.”

On being put to the meeting, it was RESOLVED that, in pursuance of Section 249 of the Local Government Act 1972, the distinction of Honorary Freeman of the Borough of Broxtowe be conferred upon Karen Moore, who has, in the opinion of the Council, rendered eminent service to the community of the Borough and as an expression of the high regard in which she is held by the members of the Council and her fellow citizens.

The Deputy Mayor presented to Karen Moore the Certificate of her Admission as an Honorary Freeman of the Borough and Karen Moore thanked the Council for the honour conferred upon her.

Report of the Deputy Chief Executive

PAY AWARD AND REVIEW OF ALLOWANCES1. Purpose of report

To inform the Panel of the proposed pay allowance rates for members for 2023/24 based on the proposed Cabinet governance model.

2. Background

As part of the budget setting process for 2023/24 an award of 5% per annum across the payroll has been allowed for in the budget for 2023/24.

In accordance with the Scheme of Members' Allowances approved by the Panel in September 2015, Member allowance rates should increase in line with any employee pay award. Accordingly, a proposed increase of 5% has been applied and the proposed new allowance rates are shown in appendix 1. Attached at appendix 2 includes the guide to members' allowances for information purposes.

3. Financial implications

For comparative purposes, the impact of the proposed 5% increase is shown in appendix 1. The full impact of a 5% increase, should it be accepted, would be £14,387 per annum from 2023/24.

Recommendation

The Committee is asked to CONSIDER the report and RECOMMEND accordingly.

Background papers

Nil

APPENDIX 1

Revised Members' allowances following proposed 5% increase

| | <u>No. Applying</u> | <u>Current Rate</u> £ | <u>Proposed Rates</u> (£) |
|--|---------------------|--------------------------|------------------------------|
| Basic Allowance | 44 | 3,921 | 4,117 |
| <u>Special Responsibility Allowances:</u> | | | |
| - Leader | 1 | 14,210 | 14,921 |
| - Deputy Leader | 1 | 6,394 | 6,714 |
| <u>Cabinet Members</u> | | | |
| - Leader/Chair | 1 | 4,973 | 5,222 |
| - Deputy Leader/Vice Chair | 1 | 4,973 | 5,222 |
| - Portfolio Holder Housing | 1 | 4,973 | 5,222 |
| - Portfolio/Finance | 1 | 4,973 | 5,222 |
| - Portfolio Holder Leisure and Health | 1 | 4,973 | 5,222 |
| - Portfolio/Environment | 1 | 4,973 | 5,222 |
| - Portfolio/Jobs and Economy | 1 | 4,973 | 5,222 |
| - Portfolio/Community Safety | 1 | 4,973 | 5,222 |
| - Member Without Portfolio | 4 | 3,251 | 3,414 |
| <u>Scrutiny Chairs</u> | | | |
| - Overview and Scrutiny Chair | 1 | 4,973 | 5,222 |
| - Vice Chair | 2 | 821 | 862 |
| <u>Overview and Scrutiny Working Groups*</u> | | | |
| - Chair | 1 | 300 | 315 |
| - Vice Chair | 1 | 100 | 105 |
| * Payment to be made as appointed to the Working Group from Overview and Scrutiny Committee on a rotating basis. | | | |
| <u>Policy Advisory Working Group</u> | | | |
| - Chair | 1 | 3,251 | 3,414 |
| - Vice Chair | 1 | 821 | 862 |
| | | | |

| | <u>No. Applying</u> | <u>Current Rate</u> £ | <u>Proposed Rates</u> (£) |
|---|----------------------------|---------------------------------|-------------------------------------|
| <u>Quasi-Judicial Committees, Board etc.</u> | | | |
| - Chair: | | | |
| o Planning | 1 | 4,973 | 5,222 |
| o Licensing Committee | 1 | 4,973 | 5,222 |
| o Discretionary Housing Payments Committee | 1 | 0 | 0 |
| o Governance, Audit and Standards | 1 | 3,251 | 3,414 |
| - Vice Chair: | | | |
| o Planning | 1 | 821 | 862 |
| o Licensing Committee | 1 | 821 | 862 |
| o Discretionary Housing Payments Committee | 1 | 0 | 0 |
| o Governance, Audit and Standards | 1 | 821 | 862 |
| - Members of Licensing Committee | 13 | 0 | |
| - Independent Person | 2 | 1,420 | 1,491 |
| <u>Political Groups – Additional Allowance</u> | | | |
| - Leader of Opposition | 1 | 3,251 | 3,414 |
| - Business Manager | 2 | 890 | 0 |
| - Deputy Leader of Opposition | 1 | 821 | 862 |
| <u>Civic</u> | | | |
| - Mayor | 1 | 4,973 | 5,222 |
| - Deputy Mayor | 1 | 1,420 | 1,491 |
| <u>Outside Bodies</u> | | | |
| - Health Lead | 1 | 1,156 | 1,214 |
| - Chair of Broxtowe Partnership Health Task Group | 1 | 1,156 | 1,214 |
| - Police and Crime Panel | 1 | 1,156 | 1,214 |

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GUIDE TO MEMBERS' ALLOWANCES**1. INTRODUCTION**

This guide provides Members with the information on the allowances they may be eligible to receive, and the conditions on making of claims. The rates within this guide are applicable from 1 April 2013. They are subject to a cost of living increase each April which will be incorporated following national agreement of employee provisions.

New regulations on Members Allowances came into force on 1 May 2003. Local Authorities (Members Allowances) Regulation 2003 replaced six existing sets of regulations.

The Members' Allowance Scheme is published within the Council's area after making of any scheme. In addition, the payments made to each Member for basic, special responsibility and other allowances are published at the end of each financial year.

Members' Allowances are the responsibility of the Chief Executive. The Payroll and Job Evaluation Manager processes all claims for payment. They will be pleased to answer any queries or provide advice as required.

2. INDEPENDENT REMUNERATION PANEL

The Council established an independent remuneration panel with effect from 1 May 2003. The panel is made up of 9 representatives. The purpose of the panel was to make recommendations to the Council about the level of members' allowances to be paid. This is in accordance with the requirements of the Members Allowances Regulations 2003.

The Council is required to comply with the duty to have regard to the panel's recommendations. This has been carried out by the Council on each occasion that the Panel has met and put forward recommendations.

In 2006, following the resignation of two members, Cabinet resolved to re-establish the panel. The panel has met on a number of occasions since then to consider developments in the role of Members and to make recommendations for adjustments to the scheme of allowances.

3. MEMBERS ALLOWANCE SCHEME

The following level of allowance has been agreed with effect from September 2022.

3.1 Basic Allowance

A basic allowance of £3921 per annum is paid to each Member to reflect the commitment expected. This is intended to recognise the time element of meeting with constituents and officers, group activities, together with incidental expenses (use of home, postage costs, telephone calls, surgeries etc).

3.2 Special Responsibility Allowance

A payment for those Members who have significant additional responsibilities over and above the generally accepted duties of a Member. The following categories have been determined as meeting these criteria.

| | |
|--|---------------|
| • Leader of the Council | £ p.a. |
| Leader | 14210 |
| Deputy Leader | 6394 |
| • Cabinet | |
| Chair | 4973 |
| Vice Chair | 4973 |
| With Portfolio | 4973 |
| Without Portfolio | 3251 |
| • Overview and Scrutiny | |
| Chair | 4973 |
| Vice Chair | 821 |
| • Policy Advisory | |
| Chair | 3251 |
| Vice Chair | 821 |
| • Quasi Judicial Committees etc. | |
| Chair (3) | |
| Planning | 4973 |
| Licensing and Appeals | 4973 |
| Governance, Audit & Standards | 3251 |
| Vice Chair (3) | |
| Planning | 821 |
| Licensing & Appeals | 821 |
| Governance, Audit & Standards | 821 |
| Independent Person (x2) | 1420 |
| Chair Health Task Group | 1156 |
| Health Lead on Outside Bodies | 1156 |
| Police and Crime Panel | 1156 |
| • Political Groups (3) – Additional Allowance | |
| Leader of Opposition | 3251 |
| Deputy Leader of Opposition | 821 |
| • Civic | |
| Mayor | 4973 |
| Deputy Mayor | 1420 |

3.3 Allowance for the Care of Children and Dependants

A member may claim an allowance for the care of children and dependants who require supervision, to enable members to carry out their duties. This is an allowance of up to £7.03 per hour, whilst the member is undertaking approved duties. Notification is to be made in advance of the possibility of a claim.

3.4 Travelling Allowance

A Member (elected or co-opted to any Committee, Sub-Committee or Working Group) shall be entitled to receive Travelling Allowance where expenditure on travelling is necessarily incurred for the purpose of enabling the duty to be performed. The allowance shall be paid from the Members' home to the place of the approved duty.

Where a Member travels by bus or train, actual expenditure can be reclaimed. Where a Member carrying out an approved duty (eg: conferences) travels by train, the Council has resolved that travel may be first class. For other than local travel, a railways warrant should be used and these are obtainable from the Accountancy Section.

The rates of travelling allowance by motorcar, motorcycle or cycle, are determined by the Council (see Appendix A for current rates). The distance claimed should be the shortest, most reasonable journey by road from the point of departure to the point at which the duty is performed and return. Payment will not exceed the appropriate rail fare. Taxi cab or hired vehicle will be on the basis of reimbursement of cost, based on the need to use this method of transport.

Members using their personal cars or motor cycles on Council business should ensure that they are covered for 'Business use' under their motor insurance policy. **The rates of travelling allowance are for a privately owned and expensed vehicle.**

3.5 Subsistence Allowance

A Member elected or co-opted on to any Committee, Sub-Committee or Working Group, may claim a Subsistence Allowance where the approved duty exceeds 4 hours in duration.

The allowance is only payable where actual expenditure has necessarily been incurred and proof of expenditure should be provided. The rates of allowance are not linked to the amount of the expenditure but to the period of absence from the usual place of residence.

3.6 Approved Duties for Travelling and Subsistence Allowances

Approved duties for the payment of travelling and subsistence allowance include all the duties specified as eligible for the payment of special responsibility allowance and in addition the following:

- a) Chair and Vice-Chair's and Executive Member Briefing meeting by Officers prior to any Committee meeting.
- b) Briefing or discussion meeting of Chair, Vice-Chair, Executive Member or Opposition Spokesperson with Officers.

- c) Members' Surgeries and Advice Bureau.
- d) Visits in consultation with Officers on Council business.
- e) Group meetings to discuss Council matters (rather than the organisation of the Group).

3.7 Attendance at Conferences

Attendance at Conferences is approved by Council and is an approved duty. Members may claim Travelling and Subsistence Allowances.

Travel will normally be by train unless special circumstances allow alternative arrangements. Where a car is used the travel allowance will not exceed the appropriate first class rail fare.

Conference fees are normally paid directly by the Council. Where hotel expenses are paid by Members, the expenditure can be reclaimed up to the prescribed scale expense (see Appendix B).

Attendance allowance is no longer payable for any approved conference or meeting, (Local Authority (Members Allowances) Regulations 2003).

3.8 Communication Allowance

A member will personally provide a PC/printer and software, for Council business with an allowance of £200 per annum being paid to cover this cost. Where the Council have provided IT equipment half this allowance will be paid.

The Council will reimburse the basic rental plus VAT as a monthly allowance, which currently stands at £30.83 for telephone and broadband. The cost of calls is accounted for within the basic allowance.

The allowance is not payable where reimbursement is received from another source, e.g. employer, partner's employer, another local authority. Please inform the Payroll Officer if you are not eligible for the allowance.

3.9 Accommodation

Council owned premises can be used, when available, free of charge for meetings on Council business (Group Meetings, surgeries etc). Reimbursement of charges incurred by Members for hired premises is not made by the Council, unless there are exceptional circumstances and subject to prior approval of the Council.

3.10 Updating the Agreed Level of Allowance

All allowances are updated by the average national change in pay of employees.

3.11 Membership of Local Government Pension Scheme

Members are not eligible to join or remain a member of the Local Government Pension Scheme from 1st April 2014.

3.12 Co-optee Allowance

An attendance allowance of £36.08 per day, or part of a day, is payable for non-councillors who are appointed to a committee or working group of the Council. Travel and subsistence allowance is also payable.

4. THE CLAIMING AND PAYMENT OF ALLOWANCES

Payment of the Basic Allowance and Special Responsibility Allowance will be made automatically each month on a current month basis.

There is one claim form to cover claims for:

Travelling Allowance/Fares etc
Subsistence Allowance

Claims can only be accepted for payment on the claim form, which must be completed in full by the Member and the statutory declaration contained on each form must be signed. Please note that claims cannot be accepted for duties performed more than 3 months prior to submission of the claim.

The Chief Executive has a duty not to pay claims which are evidently outside the law or in conflict with the rules of the Council. Democratic Services will check as far as possible the accuracy of the claim but it is the Member's responsibility to make sure that the claim is legal and that the facts in the claim are correct.

Claims should be submitted monthly, to be received by the 6th of each month for payment to be made on the 20th of the month following the period of claim, eg claims for Travelling Allowances for the month of May should be submitted by 6 June. Payment of the claim will then be made on 20 June at the same time as the Basic Allowance/Special Responsibility Allowance for the month of June.

All payments will be made directly into the Member's own bank or building society account on the 20th of each month. A payment advice will be sent giving details of the net amount and showing income tax and national insurance deductions for the month, together with accumulated payments and deductions for the year.

The form and guidance on completion is available on the intranet.

4.1 Renunciation

A Member may, by notice in writing, elect to forego any part of entitlement to an allowance under this scheme.

4.2 Part-Year Entitlements

Where in the course of a year the entitlements of a Member to basic and special responsibility allowance under this scheme is amended; or that Member becomes, or ceases to be, a Member; or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable, then the allowance will be paid pro-rata to the full allowance calculated on a daily basis.

5. DEDUCTIONS FROM ALLOWANCES AND AFFECT ON BENEFITS

5.1 Income Tax

Income Tax will be deducted from payments of Basic Allowances, Special Responsibility Allowance and Telephone Allowance, but not travel and subsistence allowances and other allowances. This will be at the standard rate of tax unless a Member makes arrangements with the Tax Office for a tax code to be allocated.

For all matters relating to Members income tax please contact HMRC 0300 200 3300. They may require the tax reference for Broxtowe Borough Council which is 507/201022.

Income Tax Relief

Relief against income tax paid is available against expenses which are incurred by Members and covered within the basic allowance.

HMRC will also allow individual claims for expenses exclusively and necessarily incurred in the performance of their duties.

This usually includes the cost of postages; stationery, hire of rooms, telephone and PC line charges and telephone calls from Members' homes. In addition, travelling costs (to see constituents, for parish meetings, to attend surgeries, for site visits) can be claimed as an expense at 50% of the Members mileage rate.

Records of the expenses are required.

5.2 National Insurance

National Insurance contributions are payable on Basic, Special Responsibility and Telephone Allowances but as payment of the allowances is made on a monthly basis, contributions will only become due where the total allowances for any monthly period exceeds the lower earnings limit.

5.3 Social Security Benefits

Members should notify the Department of Social Security of any allowance payments they receive if they are claiming or receiving any benefit.

5.4 Housing/Council Tax Benefits

Members should notify the Housing Benefits Section of the Directorate of Finance of any allowance payments they receive if they are claiming or receiving these benefits.

5.6 Sickness and maternity

The Payroll Officer should be notified of any periods of sick leave or maternity leave as there may be implications for statutory sick pay (SSP) or statutory maternity pay (SMP). Earnings that attract national insurance contributions may qualify for SSP and SMP. Copies of any doctor's notes or self-certification forms should be forwarded to the payroll section for relevant action.

6. INSURANCE

6.1 Protection of No Claim Discount while using cars on Council Business

Arrangements have been made for a group insurance scheme to cover Members whose cars are damaged while in use on Council business (eg travelling to, or parked, when at meetings).

If a claim is made on the Member's normal motor insurance policy, causing a reduction in no claims discount in the following year, a payment equal to that loss up to a maximum of £250 may be made. Similarly, if a motor policy contains an excess clause where the policyholder pays the first, say, £50 of any claim, then the excess, if the actual amount of the damage is more, is payable up to a maximum of £150.

All reasonable steps should be taken to recover the cost of repairs where the person causing the damage is known.

Further details and claim forms can be obtained from the Payroll & Job Evaluation Manager.

6.2 Personal Accident

Under this policy, benefits are payable in the event of death, bodily injury or disablement, sustained by violent accidental external and visible means, whilst engaged on the business of the Council.

Council business extends to direct travel in connection with such business and service on behalf of the Council on committees of other Authorities or Bodies. Loss of, or damage to, clothing and personal effects arising as a result of injury being sustained is also provided for if such loss is not recoverable from another source.

6.3 Libel and Slander

The Council is indemnified against claims in respect of libels appearing in any publications normal in the Insured's business and slanders in oral utterances made by any Member in the course of and in pursuance of official procedure.

Limit of Indemnity - £500,000

6.4 Other Insurance

The policies mentioned below are all subject to the following proviso:

"The Member, at the time if the incident giving rise to the claim, was acting within the scope of his authority and is not entitled to indemnity under any other policy."

Public Liability

This policy indemnifies all elected Members of the Council and Co-opted Members of any Committee or Sub Committee against Third Party claims.

Limit of Indemnity - £15,000,000

Employer's Liability

In the rare event of a claim being lodged against a specific Member or Members and not against the Authority the indemnity is extended to cover such Member(s).

Limit of Indemnity - £25,000,000

Public Health Regulations Liability

Under the Public Health (Infectious Diseases) Regulations 1988, the Authority may, if this is felt necessary, issue to any person(s) a 'Notice to Discontinue Work'. Any resultant claim against a Member(s) for

- either : loss of earnings by the recipient of the Notice
- or : loss by the employer of a recipient of a Notice, due to his compliance with the Notice

is covered under this policy.

- Limit of Indemnity - maximum compensation payable to any one person - £5,000
- maximum compensation payable in any one period of insurance - £50,000

REFERENCE

APPENDIX A

RATES OF TRAVELLING ALLOWANCES FOR TRAVEL BY MOTOR VEHICLE

The current rates of travelling allowance are:

1. The rate for travel by a solo motorcycle shall be as follows:

| | |
|------------------|----------------|
| less than 500 cc | 24.0p per mile |
| 500 cc and over | 34.0p per mile |

2. The rate for travel by private motor vehicle shall be as follows:

45p per mile or the relevant HMRC rate.

PSV / Training rate 22p per mile

For mileage outside the County the first 50 miles will be at the HMRC rate with the balance paid at the Council's PSV / training rate.

3. The rate for travel by Taxicab shall not exceed:

- i) In the case of urgency where no public transport is reasonably available;

The amount of the actual fare and any reasonable gratuity paid.

- ii) In any other case:

The amount of the fare for travel by appropriate Public Transport.

4. The rate for travel by a hired vehicle other than a Taxicab shall not exceed the rate which would have been applicable had the vehicle belonged to the Member who hired it.

Provided that where the Council so approves the rate may be increased to an amount not exceeding the actual cost of hiring.

5. The rate for travel by cycle shall be 20p per mile.

APPENDIX B

SCHEDULE OF SUBSISTENCE ALLOWANCE

1. The current rates of subsistence allowance are:
 - i) In the case of an absence, involving an absence of more than 4 hours away from the usual place of residence the allowance shall not exceed:

| | | |
|----|--|--------|
| a) | Breakfast (before 11 am) | £6.42 |
| b) | Lunch (including the period 12 noon to 2 pm) | £8.81 |
| c) | Tea (including the period 3 pm to 6 pm) | £3.52 |
| d) | Evening Meal (ending after 7 pm) | £10.87 |

(Proof of expenditure should be provided)

- ii) In the case of an absence overnight from the usual place of residence where payment is not directly paid by the Council £87.85. For such an absence overnight in London, or for the purpose of attendance at an Annual Conference (including or not including an annual meeting) of the Association of District Councils, £100.20. Please note that this is a payment for the 24-hour period and is the maximum total allowance that can be paid.

For the purpose of this paragraph, London means the City of London and the London Boroughs of Camden, Greenwich, Hackney, Hammersmith, Islington, Kensington and Chelsea, Lambeth, Lewisham, Southwark, Tower Hamlets, Wandsworth and Westminster.

2. Any rate determined shall be deemed to cover a continuous period of absence of 24 hours.
3. The rates specified in paragraph 1 above, shall be reduced by an appropriate amount in respect of any meal provided free of charge by an authority or body during the period to which the allowance relates.
4. Meals on Trains – Where main meals (i.e. a full breakfast, lunch or dinner) are taken on trains during a period for which there is an entitlement for a day subsistence allowance, the reasonable cost of the meals (including VAT), may be reimbursed in full. In such circumstances, reimbursement for the reasonable cost of a meal would replace the entitlement to the day subsistence allowance for the appropriate meal period.

Report of the Portfolio Holder for Resources and Personnel Policy

LOCAL COUNCIL TAX SUPPORT SCHEME 2023/241. Purpose of Report

To seek approval for arrangements to operate in 2023/24 in respect of the Local Council Tax Support Scheme (LCTSS).

2. Recommendation

Cabinet is asked to CONSIDER and RECOMMEND to Council that the current Local Council Tax Support Scheme remains in place for 2023/24.

3. Detail

Members will recall that council tax benefit ceased at the end of 2012/13 and was replaced by a Local Council Tax Support Scheme defined by each local authority. Cabinet considered the LCTSS on 27 November 2012 and the new scheme was approved by Council on 19 December 2012. The new scheme was effectively the government's default scheme with due allowance being made to allow the continuation of the discretionary policy relating to the treatment of war pensions.

The current scheme allows for up to 100% of the council tax liability to be paid in council tax support. The majority of local authorities have not adopted this approach. Most have passed some of the reduction in funding on to LCTSS recipients. The Council had benefitted from the overall bill for LCTSS falling from 2013/14 to 2016/17 as the numbers of claimants requiring support had reduced. Since 2017/18, the level of LCTSS has risen slightly each year, with a significant increase in 2020/21 as a result of the pandemic. The last and current financial years are showing a reducing spend. Further details are provided in the appendix to this report.

Should members wish to make any alterations then any scheme changes would have to go through a formal consultation process. This would require planning of an alternate scheme and consultation with constituents of the borough before the deadline of March 2023.

The Local Council Tax Support Scheme does not provide a direct cost to the Council. The Scheme is incorporated within the Council Tax Base calculation.

4. Financial Implications

The comments from the Head of Finance Services were as follows:

There are no direct financial implications arising from the proposals in respect of LCTSS. The revenue budget for 2023/24 will be set on the basis of existing estimates of take-up and collection.

5. Legal Implications

The comments from the Head of Legal Services were as follows:

Under section 13A (2) of the Local Government Finance Act 1992, the Council as billing authority must make a localised Council Tax Reduction Scheme in accordance with Schedule 1A to the Act.

Each financial year the Council must consider whether to revise its scheme, or to replace it with another scheme. The Council must make any revision to its scheme, or any replacement scheme, no later than 11 March in the financial year preceding that for which the revision or replacement scheme is to have effect.

Schedule 1A allows the Government to make regulations about the prescribed requirements for schemes and these are contained in the Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012/2885. Any scheme that the Council adopts must comply with these regulations.

6. Human Resources Implications

There were no comments from the Human Resources Manager.

7. Union Comments

There were no Unison comments in relation to this report.

8. Data Protection Compliance Implications

This report does not contain any OFFICIAL Sensitive information and there are no Data Protection issues in relation to this report.

9. Equality Impact Assessment

As there is no change to policy an equality impact assessment is not required.

10. Background Papers

Nil

APPENDIX

Council Tax Support to Date

The Council has maintained a consistent approach to the administration of LCTSS, which has been influential in the continued high level of Council Tax collection. Many local authorities adopted schemes which required all those Council Tax payers receiving support to pay a minimum of 8.5% up to 100% of their liability.

In doing this, they have seen a significant increase in the number of small levels of Council Tax required to collect, with the associated costs that come with this approach. The methodology at Broxtowe of continuing with a scheme, almost identical to Council Tax Benefit, has ensured a greater understanding for residents of the Borough, whilst also seeing an improvement in relation to collection.

The estimated charge for the LCTSS in 2022/23 is £7,261,952, which is a reduction from 2021/22.

| Year | LCTSS charge (£) |
|---------|------------------|
| 2021/22 | 7,304,375 |
| 2020/21 | 7,889,034 |
| 2019/20 | 6,858,435 |
| 2018/19 | 6,786,378 |
| 2017/18 | 6,676,016 |
| 2016/17 | 6,661,822 |
| 2015/16 | 6,799,286 |

Proposals for 2023/24 Onwards

The current scheme has worked successfully with no administration issues. Although the overall LCTSS spend has increased, it is still felt that this outweighs the increase in expenditure that would be incurred in recovering or writing off small amounts of Council Tax charge.

From 2014/15, the LCTSS grant to local authorities has not been separately identified but has been subsumed within the overall funding assessment. The government has on several occasions indicated that it has made no moves to further reduce funding towards the LCTSS but this cannot be quantified due to the lack of a financial breakdown.

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Report of the Portfolio Holder for Resources and Personnel Policy**PAY POLICY STATEMENT-2023/24**1. Purpose of Report

To enable Council approval for the Pay Policy statement for 2023/24.

2. Recommendation

Council is asked to RESOLVE that the Pay Policy Statement for 2023/24 be approved.

3. Detail

The Pay Policy Statement for 2023/24 sets out, among other items, the Council's policies relating to the remuneration of its senior officers (those at Head of Service level and above), the remuneration of its lowest paid employees and the relationship between the remuneration of its senior officers and the remuneration of its employees who are not senior officers.

The Pay Policy Statement must be approved by a resolution of the full Council before 31 March immediately before the financial year to which it relates. The Pay Policy Statement may be amended by resolution during the year and must be published on the Council's website as soon as possible after approval. Publishing the Pay Policy Statement also meets requirements under the Code of Recommended Practice for Local Authorities on Data Transparency.

Each local authority has a statutory obligation to publish an annual Pay Policy Statement. The purpose of the statement is to increase accountability in relation to payments made to senior local authority employees by enabling public scrutiny.

The Pay Policy is attached as appendix 2 and a change table is attached as appendix 3.

4. Financial Implications

The comments from the Head of Finance Services were as follows:

The details in this report, including the current pay grades with an allowance for the 2023/24 pay award, have been reflected in the budget proposals report considered elsewhere on this agenda.

5. Legal Implications

The comments from the Monitoring Officer / Head of Legal Services were as follows:

The legal implications are set out in the policy, as stated it is a statutory duty that arises from the Localism Act 2011, specifically Chapter 8 that sets out all the information which a pay policy must contain and Section 38 that requires the Council to prepare a pay policy statement for each financial year. The report complies with the legislative requirement, failure to provide this information could result in the Council being subject to court orders and fines

6. Human Resources Implications

There were no comments from the Human Resources Manager.

7. Union Comments

There were no union comments.

8. Data Protection Compliance Implications

There are no Data Protection Compliance Implications.

9. Equality Impact Assessment

As this is a change to policy/a new policy an equality impact assessment is included in the appendix 1 to this report.

10. Background Papers

Nil

Equality Impact Assessment

APPENDIX 1

The Equality Act 2010 replaces the previous anti-discrimination laws with a single Act. It simplifies the law, removing inconsistencies and making it easier for people to understand and comply with it. It also strengthens the law in important ways, to help tackle discrimination and equality. The majority of the Act came into force on 1 October 2010.

The general equality duty applies to all of the decisions made in the course of exercising public functions, not just to policy development and high-level decision-making. The functions of a public authority include all of its powers and duties. Examples of this include: policy decisions, strategies, individual decision-making, budgetary decisions, public appointments, service provision, statutory discretion, employment of staff and procurement of goods and services.

Public bodies are required in it to have due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited under the Act
- advance equality of opportunity between people who share a protected characteristic and people who do not share it, and
- foster good relations between people who share a protected characteristic and people who do not share it.

The public sector Equality Duty came into force on 5 April 2011. The duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all. It ensures that public bodies consider the needs of all individuals in their day to day work – in shaping policy, delivering services and in relation to their own employees.

The Equality Duty encourages public bodies to understand how different people will be affected by their activities so that policies and services are appropriate and accessible to all and meet different people's needs. By understanding the effect of their activities on different people, and how inclusive public services can support and open up people's opportunities, public bodies are better placed to deliver policies and services that are efficient and effective.

The new equality duty replaces the three previous public sector equality duties, for race, disability and gender. The new equality duty covers the following protected characteristics:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race – this includes ethnic or national origins, colour or nationality
- religion or belief – including lack of belief
- sex
- sexual orientation.

It also applies to marriage and civil partnership, but only in respect of the requirement to have due regard to the need to eliminate discrimination.

Having due regard means consciously thinking about the three aims of the equality duty as part of the process of decision-making. This means that consideration of equality issues must influence the decisions reached by public bodies, including how they act as employers, how they develop, evaluate and review policies, how they design, deliver and evaluate services, and how they commission and procure from others.

Having due regard to the need to advance equality of opportunity involves considering the need to:

- remove or minimise disadvantages suffered by people due to their protected characteristics
- meet the needs of people with protected characteristics, and
- encourage people with protected characteristics to participate in public life or in other activities where their participation is low.

Fostering good relations involves tackling prejudice and promoting understanding between people who share a protected characteristic and others.

Complying with the equality duty may involve treating some people better than others, as far as this is allowed by discrimination law. For example, it may involve making use of an exception or the positive action provisions in order to provide a service in a way which is appropriate for people who share a protected characteristic.

The Equality Duty also explicitly recognises that disabled people's needs may be different from those of non-disabled people. Public bodies should therefore take account of disabled people's impairments when making decisions about policies or services. This might mean making reasonable adjustments or treating disabled people better than non-disabled people in order to meet their needs.

There is no explicit requirement to refer to the Equality Duty in recording the process of consideration but it is good practice to do so. Keeping a record of how decisions were reached will help public bodies demonstrate that they considered the aims of the Equality Duty. Keeping a record of how decisions were reached will help public bodies show how they considered the Equality Duty. Producing an Equality Impact Assessment after a decision has been reached will not achieve compliance with the Equality Duty.

It is recommended that assessments are carried out in respect of new or revised policies and that a copy of the assessment is included as an appendix to the report provided to the decision makers at the relevant Cabinet, Committee or Scrutiny meeting.

Where it is clear from initial consideration that a policy will not have any effect on equality for any of the protected characteristics, no further analysis or action is necessary.

Public bodies should take a proportionate approach when complying with the Equality Duty. In practice, this means giving greater consideration to the Equality Duty where a policy or function has the potential to have a discriminatory effect or impact on equality of opportunity, and less consideration where the potential effect on equality is slight. The Equality Duty requires public bodies to think about people's different needs and how these can be met.

EQUALITY IMPACT ASSESSMENT (EIA)

| | | | |
|---|-----------|---|---------------|
| Directorate: | Executive | Lead officer responsible for EIA | Craig Stevens |
| Name of the policy or function to be assessed: | | Pay Policy 2023/24 | |
| Names of the officers undertaking the assessment: | | Craig Stevens | |
| Is this a new or an existing policy or function? | | Existing (Amended for new financial year) | |
| <p>1. What are the aims and objectives of the policy or function?</p> <p>The set out the pay conditions for the 2023/24 financial year for all Council employees, in particular senior officers. The Pay Policy is published on the Council's website as part of our statutory obligation but also to provide transparency in payments to senior officers.</p> | | | |
| <p>2. What outcomes do you want to achieve from the policy or function?</p> <p>To meet the statutory obligations of having a Pay Policy approved by Council for the coming financial year. To provide transparency to the public in payments which are made to Council employees.</p> | | | |
| <p>3. Who is intended to benefit from the policy or function?</p> <p>The policy will benefit the Council by meeting statutory obligations. It will benefit the public by providing details of payments made to employees. It will also benefit Council employees as they will be aware of the pay they can expect.</p> | | | |
| <p>4. Who are the main stakeholders in relation to the policy or function?</p> <p>Council employees (in particular senior officers)</p> | | | |

| | | | |
|---|-----------|----------------------------------|---------------|
| Directorate: | Executive | Lead officer responsible for EIA | Craig Stevens |
| <p>5. What baseline quantitative data do you have about the policy or function relating to the different equality strands?</p> <ul style="list-style-type: none"> - Workforce Profile - Declared equality information from the HR payroll & HR system | | | |
| <p>6. What baseline qualitative data do you have about the policy or function relating to the different equality strands?</p> <ul style="list-style-type: none"> - Employee Survey | | | |
| <p>7. What has stakeholder consultation, if carried out, revealed about the nature of the impact?</p> <p>N/A</p> | | | |
| <p>8. From the evidence available does the policy or function affect or have the potential to affect different equality groups in different ways? In assessing whether the policy or function adversely affects any particular group or presents an opportunity for promoting equality, consider the questions below in relation to each equality group:</p> | | | |
| <p><input type="checkbox"/> Does the policy or function target or exclude a specific equality group or community? Does it affect some equality groups or communities differently? If yes, can this be justified?</p> <p>No</p> | | | |
| <p><input type="checkbox"/> Is the policy or function likely to be equally accessed by all equality groups or communities? If no, can this be justified?</p> <p>Yes</p> | | | |
| <p><input type="checkbox"/> Are there barriers that might make access difficult or stop different equality groups or communities accessing the policy or function?</p> <p>No</p> | | | |
| <p><input type="checkbox"/> Could the policy or function promote or contribute to equality and good relations between different groups? If so, how?</p> <p>No</p> | | | |
| <p><input type="checkbox"/> What further evidence is needed to understand the impact on equality?</p> <p>N/A</p> | | | |

9. On the basis of the analysis above what actions, if any, will you need to take in respect of each of the equality strands?

Age: N/A

Disability: Ensure document is made accessible.

Gender: N/A

Gender Reassignment: N/A

Marriage and Civil Partnership: N/A

Pregnancy and Maternity: N/A

Race: N/A

Religion and Belief: N/A

Sexual Orientation: N/A

Executive Director:

I am satisfied with the results of this EIA. I undertake to review and monitor progress against the actions proposed in response to this impact assessment.

Signature: C Stevens

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Broxtowe
Borough
COUNCIL

APPENDIX 2

Pay Policy

2023 - 2024

CONTENTS

| | |
|---|-----------|
| PAY POLICY 2023 – 2024 | 1 |
| 1. Introduction | 1 |
| 2. Main Principles..... | 1 |
| 3. Scope of the Policy | 1 |
| 4. Evaluation of Roles at Broxtowe Borough Council | 2 |
| 5. Broxtowe Local Pay Scale for Chief Officers and Heads of Service | 2 |
| 6. Broxtowe Local Pay Scale for all Posts below Head of Service Level .. | 2 |
| 7. Terms and Conditions of Employment for Chief Officers and Heads of Service | 2 |
| i) Working Hours | 3 |
| ii) Whole-Time Service..... | 3 |
| iii) Allowances | 3 |
| iv) Leave Entitlement | 3 |
| v) Sickness Entitlement | 3 |
| vi) Pension | 3 |
| 8. Performance Related Pay/Bonus Scheme | 4 |
| 9. Honoraria and Ex-Gratia Payments..... | 4 |
| 10. Expenses | 4 |
| 11. Market Related Pay | 4 |
| 12. Recruitment of Chief Officers | 4 |
| 13. Remuneration of Officers on Recruitment..... | 4 |
| 14. Levels and Elements of Remuneration for each Chief Officer and Head of Service | 4 |
| 15. Chief Officers and Heads of Service Leaving Service | 5 |
| 16. Additional Payments Made to Chief Officers and Heads of Service – Election Duties | 6 |
| 17. Payments made in connection with Electoral Services Functions | 6 |
| 18. Publication of and Access to Information Relating to Remuneration of Chief Officers and Heads of Service | 7 |
| 19. Definition of Lowest Paid Employee | 7 |
| 20. Ratio of Pay | 7 |
| 21. Relationship Between Remuneration of Chief Officers and Heads of Service compared with all other employees | 7 |
| 22. Gender pay Gap | 7 |
| 23. Real Living Wage | 8 |
| 24. Pension Discretions Policy | 8 |
| APPENDIX 1 – BROXTOWE LOCAL PAY STRUCTURE – FOR CHIEF OFFICER AND HEAD OF SERVICE POSTS EVALUATED USING HAY SCHEME. | 10 |
| APPENDIX 2 – BROXTOWE LOCAL PAY STRUCTURE – FOR POSTS EVALUATED USING THE GLPC SCHEME. | 11 |
| APPENDIX 2a – BROXTOWE LOCAL PAY STRUCTURE – SCALE OF LOCAL ALLOWANCES | 12 |
| APPENDIX 3 - CHIEF OFFICERS AND HEAD OF SERVICE REMUNERATION TABLE..... | 13 |
| APPENDIX 4 – SCALE OF FEES FOR ELECTORAL FUNCTIONS | 14 |

PAY POLICY 2023 – 2024

1. Introduction

The Council is required to publish a Pay Policy Statement by 31 March each year in accordance with Section 38 of the Localism Act 2011. The purpose of this Statement is to set out the Council's guiding principles of its current reward system and increase accountability in relation to the total remuneration of its Chief Officers and Head of Service posts by enabling public scrutiny of that remuneration.

2. Main Principles

This policy statement confirms the Council's on-going commitment to operate transparent pay systems, whilst recognising that its reward system must be affordable and at the same time support the requirement to provide excellent customer service in accordance with its corporate objectives.

The importance of managing pay fairly will mean that the Council will be able to:

- attract, motivate and retain appropriately talented people who make a positive contribution to improve the Council's performance and meet future challenges;
- reflect the market for comparable jobs, with skills and competencies required to meet agreed delivery and performance outcomes;
- appropriately reward and value employees for their work;
- operate within the provisions of Chief Officers' pay and conditions as set out in the Joint Negotiating Committee for Chief Executives and Chief Officers of Local Authorities;
- Operate within the provisions of the national agreement on pay and conditions of service as set out in the National Joint Council for Local Government Services.

3. Scope of the Policy

Whilst this policy specifically covers those employees defined as a Chief Officer within the Local Government and Housing Act 1989, it also makes reference to other levels of employees within the organisation.

The term 'Chief Officer' and 'Deputy Chief Officer' referred to in this policy (and for the purposes of this pay policy statement only) includes:

- a. the Head of Paid service designated under Section 4 (1) of the Local Government and Housing Act 1989 (the Chief Executive);
- b. the Monitoring Officer designated under Section 5 (1) of that Act.
- c. a statutory Chief Officer mentioned in Section 2 (6) (d) of that Act (Section 151 Officer also Deputy Chief Executive);

- d. a non-statutory Chief Officer mentioned in Section 2 (7) of that Act (one Director by virtue of reporting directly to the head of paid service);
- e. a Deputy Chief Officer mentioned in Section 2 (8) of that Act (all Heads of Service)

The Council has decided for completeness and transparency to publish information which includes all posts at Heads of Service / Deputy Chief Officer level. These roles are identified in the Chief Officers and Head of Service Remuneration Table at appendix 3.

4. Evaluation of Roles at Broxtowe Borough Council

In accordance with the national requirement for all local authorities to review their pay and grading frameworks to ensure fair and consistent practice, all job roles within the Council's structure up to but not including Head of Service level were taken through a comprehensive job evaluation process using the Greater London Provincial Council (GLPC) scheme with implementation of changes to pay and grading taking place on 1 March 2011.

The Council's pay framework for its Chief Executive, Chief Officers and Heads of Service was also considered and revised with changes implemented on 1 March 2011, with the grade for each role being determined by a consistent job evaluation process using the Hay scheme.

The job evaluation process is now embedded within the Council's pay and grading systems and all Chief Officer and Head of Service roles continue to be evaluated using the Hay scheme for Chief Officers and Heads of Service or the Greater London Provincial Council (GLPC) scheme for all other posts to ensure that pay rates are equitable and non-discriminatory. All posts are re-evaluated where significant changes occur.

5. Broxtowe Local Pay Scale for Chief Officers and Heads of Service

The Broxtowe Local Pay Scale for Chief Officers and Heads of Service contains seven pay grades. The scale is increased in line with the annual national Joint Negotiating Committee pay award for Chief Officers.

6. Broxtowe Local Pay Scale for all Posts below Head of Service Level

The Council also adopted a local pay scale (BLPS) for all posts below Head of Service level and this is shown, together with the relevant job evaluation points score for each grade, at appendix 2. Whilst the Council has adopted a local pay scale for this group of employees, it continues to recognise the National Joint Council annual pay award for the Broxtowe Local Pay Scale appendix 2 and Scale of Local Allowances appendix 2a. The Council will apply the agreed National Joint Council annual pay award for 2023/24 with effect from 1 April 2023 once it is known.

7. Terms and Conditions of Employment for Chief Officers and Heads of Service

The terms and conditions of employment for Chief Officers and Heads of Service are subject to collective agreements negotiated with the trade unions recognised by the

Council. Agreements reached nationally are set out in the Scheme of Conditions of Service of the Joint Negotiating Committee for Chief Officers. In addition, the Council makes local agreements which are included within the Conditions of Service for Broxtowe employees.

i) Working Hours

Working arrangements for Chief Officers and Heads of Service are nominally one of 37 hours (for full time positions), however the seniority and nature of the posts will necessitate the working of additional hours for which there is no additional payment. The grading of the post takes account of the requirement to work outside of the normal working week.

ii) Whole-Time Service

Chief Officers and Heads of Service are required to devote their whole-time service to the work of the Council and should not engage in any other business or take up any other additional appointment without the express consent of the Council.

iii) Allowances

Chief Officers and Heads of Service are entitled to the reimbursement of one professional fee and one legal practising certificate (if appropriate). All Chief Officer and Head of Service posts hold designated car user status.

iv) Leave Entitlement

Annual leave entitlement for Chief Officers and Heads of Service is 33 days increasing to 35 after 5 years local government service and 37 days after 10 years Broxtowe Borough Council service, plus 8 statutory days.

v) Sickness Entitlement

Sickness entitlement for Chief Officers and Head of Services is in accordance with the provisions of the local government sickness scheme.

vi) Pension

All Chief Officers and Heads of Service are entitled to participate in the Local Government Pension Scheme.

8. Performance Related Pay/Bonus Scheme

Broxtowe Borough Council does not operate a performance related pay or bonus scheme for Chief Officers and Heads of Service.

Exceptional effort from employees can be rewarded by accelerating increments within the grade band they occupy. The costs of accelerated increments have to be met from existing budgets.

9. Honoraria and Ex-Gratia Payments

The Council operates an Honoraria and Acting Up Payments Policy, the application of which for Chief Officers requires prior Cabinet approval. Cabinet approval for Heads of Services will also be required if not within the Head of Paid Services' delegated financial limits.

10. Expenses

In accordance with nationally agreed terms, the Council pays reasonable out-of-pocket expenses actually incurred.

11. Market Related Pay

The grading structures that were introduced for all employees in 2011 were aimed at meeting the current and/or market position for most jobs. The Council introduced a Market Supplement Policy on 29 June 2021 to replace the scarcity rating system. The Market Supplement Policy allows the Council flexibility in meeting the current market value for different job roles, ensuring any issues with the retention or recruitment of employees are minimised.

12. Recruitment of Chief Officers

In accordance with Chapter 2 Parts 1&2 within the Council's Constitution, where any vacancy occurs in the post of Chief Executive, Monitoring Officer, Chief Financial Officer (Section 151), Chief Officer, the Council will determine the appointment. In accordance with Chapter 2 Part 13 the Senior Officer Employment Committee will shortlist and interview candidates for the post of Head of Paid Service and Chief Officers including Monitoring Officer, Section 151 Officer and any other Chief Officers.

13. Remuneration of Officers on Recruitment

Recruitment to the Council will normally be to the first point of the relevant scale designated to the Officer post or will reflect a level commensurate with a candidate's existing skills and experience in the job. This practice applies to all new employees at the Council.

14. Levels and Elements of Remuneration for each Chief Officer and Head of Service

The table at appendix 3 provides a breakdown of the elements of remuneration for each Chief Officer and Head of Service at the Council.

15. Chief Officers and Heads of Service Leaving Service

i) Redundancy payments:

The Council's Redundancy and Re-organisation Policy applies equally to all employees across the organisation, including Chief Officers. The Council's policy operates in accordance with section 220 of the Employment Rights Act 1996. A week's pay is therefore calculated in accordance with the statutory maximum redundancy amount. Approval for any Chief Officer post under the Redundancy Policy must be given by Cabinet.

In a report approved by Cabinet on 23 September 2014, a temporary enhancement of the Council's Voluntary Redundancy (VR) Scheme was again extended for the period 1 October 2014 and 30 September 2015 and further extended to March 2016. A report to Committee in May 2016 confirmed these arrangements would remain in place until changes in governing exit packages has been agreed.

The temporary enhancement allows for successful VR applications to be based on actual week's pay rather than statutory entitlement at all levels of employee up to and including Chief Executive. However, the payback of any pension strain and redundancy costs must be covered by savings within three years. The enhancement is aimed at providing employees with greater flexibility and give the Council the opportunity to restructure the workforce around the VR application providing additional opportunities for career development.

The £95,000 cap on exit payments came into effect on 4 November 2020. On 12 February 2021 HMRC announced the regulations regarding exit payments would be revoked. If the cap on exit payments is reinstated, the enhanced VR Scheme will be reviewed.

ii) Severance Payments – Regulation 6 of the Local Government (Early Termination of Employment/Discretionary Compensation) (England and Wales) Regulations 2006.

The Council may apply discretion on the use of severance payments for employees leaving the Council where criteria such as ill-health retirement or early retirement cannot be met, for example termination on the grounds of efficiency, or where employees have long service and there is a financial and organisational benefit to the Council. Posts at Chief Officer level would need to be determined by the Senior Officers Employment Committee whilst posts at Head of Service level will be determined by Cabinet.

iii) Flexible Retirement (Regulation 18, of The Local Government Pension Scheme) (Benefits, Membership and Contributions) Regulations 2007

The Council operates a flexible retirement scheme which is available for all employees to apply for, including Chief Officers, subject to the appropriate criteria being met. Under this policy Cabinet is required to provide approval for posts at Chief Officer level.

iv) Early Retirement – Members of the Local Government Pension Scheme

Employees, including Chief Officers, may apply to the Council for consideration of early retirement if they are over the age of 55. Any pension and lump sum which may be payable has to be reduced by percentages decided by an actuary.

If, in the Council's opinion, there are grounds of compassion which are fair and justifiable. Any request by an employee (at any level) for the discretion to be exercised must clearly establish real and ongoing reasons to substantiate why the discretion should be allowed. The cost of approval must be given proper weight and all applications would be considered by Cabinet.

v) Augmentation of Scheme Membership on Termination of Employment (Regulation 12, of The Local Government Pension Scheme) (Benefits, Membership and Contributions) Regulations 2007

Applications from Officers at all levels (including Chief Officers) will only be considered under this discretion in circumstances that are exceptional or specifically determined by Cabinet.

16. Additional Payments Made to Chief Officers and Heads of Service – Election Duties

The Chief Executive is nominated as the Returning Officer. In accordance with the national agreement, the Chief Executive is entitled to receive and retain the personal fees arising from performing the duties of Returning Officer, Acting Returning Officer, Deputy Returning Officer or Deputy Acting Returning Officer and similar positions which he or she performs subject to the payment of pension contributions thereon, where appropriate.

The role of Deputy Returning Officer will be assigned to the required Officers working on the election. Deputy Returning Officers will receive payment in accordance with appendix 4.

Payments to the Returning Officer are governed as follows:

- for national elections, fees are prescribed by legislation;
- for local elections, fees are determined within a local framework used by other district councils within the county. This framework is applied consistently and is reviewed periodically by lead Electoral Services Officers within Nottinghamshire.

As these fees are related to performance and delivery of specific elections duties, they are distinct from the process for the determination of pay for Chief Officers and Heads of Service

17. Payments made in connection with Electoral Services Functions

Fees for all employees employed in connection with the electoral services function are reviewed and approved by Cabinet or full Council as and when appropriate. The proposed employee fees for electoral services is shown in appendix 4.

18. Publication of and Access to Information Relating to Remuneration of Chief Officers and Heads of Service

The Council publishes information relating to the remuneration of its Chief Officers and Heads of Service on its website and which it updates annually. The Council also publishes each year within its annual Statement of Accounts, the salary and fees of all Chief Officers and Heads of Service whose earnings exceed £50,000.

19. Definition of Lowest Paid Employee

In April 2020 grade 2 and grade 3 were reduced to one spinal point within the grade. This provided balance to both grades 2 and 3. The lowest evaluated score in accordance with the GLPC job evaluation scheme remains the post of cleaner with 202 points and this falls within grade 2 of the Broxtowe Local Pay Scale.

On 31 March 2023 the salary difference between the lowest paid employee and the highest paid employee will be £98,170.

20. Ratio of Pay

The ratio of the pay of the Council's top earner (Chief Executive) to that of its median earner is currently 5.01:1. This calculation of the pay multiple is based on base salary as at 30 November 2022.

21. Relationship Between Remuneration of Chief Officers and Heads of Service compared with all other employees

The Council implemented Single Status for all employees of the Council on 1 March 2011 following Cabinet approval of a new pay and grading structure for Chief Officers and Heads of Service on 10 March 2009 and all other employees on 29 June 2010.

The continuing evaluation of posts at all levels demonstrates non-discriminatory pay practices and that the Council pays equally for work of equal value.

22. Gender pay Gap

Although Broxtowe Borough Council has produced Gender Pay Gap information for a number of years, from April 2017 this is now a mandatory requirement. The rate is now expressed as the difference by hourly rate of pay rather than full time equivalent annual pay as produced previously.

The gender pay gap is calculated as the average difference between male and female earnings as a percentage of male earnings.

Note: The mean is an average. It is the grand total divided by the number of data points. The median is the middle value in a sample sorted into ascending order. If the sample contains an even number of values, the median is defined as the mean of the middle two.

The Gender Pay Gap for 2021-2022 as published on GOV.UK and the Council's website by hourly rate is as follows:

| | | | |
|----------------------------|---------------|--------------------------------|---------------|
| All Employees | | All Employees | |
| Mean male hourly rate | 13.9634 | Median male hourly rate | 12.4945 |
| Mean female hourly rate | 13.1165 | Median female hourly rate | 11.5597 |
| Gender Pay Gap | 6.06% | Gender Pay Gap | 7.48% |
| Full Time Employees | | Full Time All Employees | |
| Mean male hourly rate | 14.1788 | Median male hourly rate | 12.5243 |
| Mean female hourly rate | 14.4341 | Median female hourly rate | 12.5243 |
| Gender Pay Gap | -1.80% | Gender Pay Gap | 0.00% |
| Part Time Employees | | Part Time All Employees | |
| Mean male hourly rate | 11.8876 | Median male hourly rate | 11.0839 |
| Mean female hourly rate | 11.7072 | Median female hourly rate | 11.5597 |
| Gender Pay Gap | 1.52% | Gender Pay Gap | -4.29% |

23. Real Living Wage

The Real Living Wage provides an hourly rate of pay based on the cost of living for employers inside and outside of London. This Real Living Wage can be paid voluntarily by organisations to show their commitment to meeting the 'real living wage' as it is referred to by the Living Wage Foundation.

The Real Living Wage for 2022/23 was £9.90 for employers outside of London and £11.05 for employers in London. The Broxtowe Local Pay Scales for 2022/23 show that Broxtowe Borough Council paid above the Real Living Wage as the lowest hourly rate in 2022/23 was £10.79. The Real Living Wage for 2023/24 was announced in November 2022 as £10.90 for employees outside of London and £11.95 for employers in London. The pay award for Local Government has not yet been announced for 2023/24. A pay award of 1% for 2023/24 would result in the Council continuing to pay above the Real Living Wage.

24. Pension Discretions Policy

The Local Government Pension Scheme (LGPS) regulations require employers who participate in the LGPS to draw up and publish a discretions policy. This policy should then be kept under review by the Council. Discretions are powers that enable employers to choose how to apply the scheme in respect of certain provisions. The Pension Discretions Policy is the Council's policy statement detailing all mandatory employer discretions. This policy was brought into effect in September 2020.

APPENDIX 1 – BROXTOWE LOCAL PAY STRUCTURE – FOR CHIEF OFFICER AND HEAD OF SERVICE POSTS EVALUATED USING HAY SCHEME.

From April 2022

| Grade | SCP | 2022/23 | Hourly Rate |
|----------------------------------|------------|----------------|--------------------|
| 15 0-499 | - | - | |
| | 71 | £47,870 | 24.8123 |
| | 72 | £48,494 | 25.1357 |
| | 73 | £49,113 | 25.4566 |
| | 74 | £49,589 | 25.7033 |
| CO1 HoS 500-629 | 75 | £48,785 | 25.2866 |
| | 76 | £49,958 | 25.8946 |
| | 77 | £51,123 | 26.4984 |
| | 78 | £52,300 | 27.1085 |
| | 79 | £53,467 | 27.7134 |
| CO2 HoS 630-759 | 80 | £55,079 | 28.5489 |
| | 81 | £56,408 | 29.2378 |
| | 82 | £57,738 | 29.9271 |
| | 83 | £59,069 | 30.6170 |
| | 84 | £60,393 | 31.3033 |
| CO3 Dir 760-939 | 85 | £71,865 | 37.2495 |
| | 86 | £73,610 | 38.1540 |
| | 87 | £75,367 | 39.0647 |
| | 88 | £77,114 | 39.9702 |
| | 89 | £78,859 | 40.8747 |
| CO3a Dir. 901-939 | 85a | £81,073 | 42.0223 |
| | 86b | £83,286 | 43.1694 |
| | 87c | £85,500 | 44.3169 |
| | 88d | £87,714 | 45.4645 |
| | 89e | £89,929 | 46.6126 |
| CO4 DCEO 940-1119 | 90 | £91,459 | 47.4056 |
| | 91 | £93,697 | 48.5656 |
| | 92 | £95,936 | 49.7262 |
| | 93 | £98,174 | 50.8862 |
| | 94 | £100,407 | 52.0436 |
| CO5 CEO 1120+ | 95 | £105,186 | 54.5207 |
| | 96 | £109,221 | 56.6121 |
| | 97 | £113,250 | 58.7005 |
| | 98 | £115,026 | 59.6210 |
| | 99 | £118,983 | 61.6721 |

Subject to the National Joint Council Chief Officer & Chief Executive Pay Award for 2023/24

APPENDIX 2 – BROXTOWE LOCAL PAY STRUCTURE – FOR POSTS EVALUATED USING THE GLPC SCHEME.

From April 2022

| JE Score [points] | Grade | SCP | April 2022 | Rate |
|-------------------|---------|-----|------------|---------|
| 184-240 | Grade 2 | 12 | £20,813 | 10.7879 |
| | | - | - | |
| | | - | - | |
| 241-285 | Grade 3 | 15 | £21,221 | 10.9994 |
| 286-324 | Grade 4 | 16 | £21,501 | 11.1445 |
| | | 17 | £21,968 | 11.3866 |
| | | 18 | £22,330 | 11.5742 |
| | | 19 | £22,675 | 11.7531 |
| | | - | - | |
| 325-365 | Grade 5 | 21 | £22,850 | 11.8438 |
| | | 22 | £23,309 | 12.0817 |
| | | 23 | £23,768 | 12.3196 |
| | | 24 | £24,227 | 12.5575 |
| | | - | - | |
| 366-401 | Grade 6 | 26 | £24,744 | 12.8255 |
| | | 27 | £25,192 | 13.0577 |
| | | 28 | £25,641 | 13.2904 |
| | | 29 | £26,088 | 13.5221 |
| | | - | - | |
| 402-439 | Grade 7 | 31 | £26,710 | 13.8445 |
| | | 32 | £27,222 | 14.1099 |
| | | 33 | £27,734 | 14.3753 |
| | | 34 | £28,245 | 14.6401 |
| | | - | - | |

Subject to the National Joint Council Pay Award for 2023/24

| JE Score [points] | Grade | SCP | April 2022 | Rate |
|-------------------|----------|-----|------------|---------|
| 440-469 | Grade 8 | 36 | £28,926 | 14.9931 |
| | | 37 | £29,456 | 15.2678 |
| | | 38 | £29,984 | 15.5415 |
| | | 39 | £30,512 | 15.8152 |
| | | - | - | |
| 470-500 | Grade 9 | 41 | £31,456 | 16.3045 |
| | | 42 | £32,032 | 16.6030 |
| | | 43 | £32,609 | 16.9021 |
| | | 44 | £33,186 | 17.2012 |
| | | - | - | |
| 501-533 | Grade 10 | 46 | £34,425 | 17.8434 |
| | | 47 | £35,064 | 18.1746 |
| | | 48 | £35,699 | 18.5037 |
| | | 49 | £36,336 | 18.8339 |
| | | - | - | |
| 534-563 | Grade 11 | 51 | £37,241 | 19.3030 |
| | | 52 | £37,849 | 19.6181 |
| | | 53 | £38,456 | 19.9328 |
| | | 54 | £39,064 | 20.2479 |
| | | - | - | |
| 564-593 | Grade 12 | 56 | £39,866 | 20.6636 |
| | | 57 | £40,516 | 21.0005 |
| | | 58 | £41,167 | 21.3380 |
| | | 59 | £41,818 | 21.6754 |
| | | - | - | |
| 594-622 | Grade 13 | 61 | £42,734 | 22.1502 |
| | | 62 | £43,337 | 22.4627 |
| | | 63 | £43,941 | 22.7758 |
| | | 64 | £44,544 | 23.0883 |
| | | - | - | |
| 623-653 | Grade 14 | 66 | £45,234 | 23.4460 |
| | | 67 | £45,717 | 23.6963 |
| | | 68 | £46,197 | 23.9451 |
| | | 69 | £46,680 | 24.1955 |
| | | - | - | |
| 654+ | Grade 15 | 71 | £47,870 | 24.8123 |
| | | 72 | £48,494 | 25.1357 |
| | | 73 | £49,113 | 25.4566 |
| | | 74 | £49,589 | 25.7033 |
| | | - | - | |

APPENDIX 2a – BROXTOWE LOCAL PAY STRUCTURE – SCALE OF LOCAL ALLOWANCES

Broxtowe Borough Council Local Allowances (Subject to the National Joint Council Pay Award for 2023/24)

| | 2023/24 |
|---|----------------|
| Relocation | |
| Lodging Allowance - per week | 78.68 |
| Settling in Allowance | 402.19 |
| | |
| Mileage Allowances | |
| Car Mileage Allowance (per mile) - (HMRC Rate) | 0.45 |
| Car PSV Rate (Training and Out of County Mileage over 50 miles) | 0.22 |
| | |
| Motor cycles - per mile | |
| not exceeding 500cc - (HMRC Rate) | 0.24 |
| Exceeding 500cc - (HMRC Rate) | 0.24 |
| Pedal cycles - per mile (HMRC Rate) | 0.20 |
| | |
| Voluntary Reliable Call Out | |
| Calls initiated between 11.00 pm and 6.0 am | 16.76 |
| Calls initiated at other times | 12.09 |
| | |
| Standby | |
| Per weekday session | 13.09 |
| Per day at weekend or bank holiday | 39.27 |
| | |
| First Aid - per month | 14.36 |
| First Aid (Mental Health) - per month | 14.36 |
| | |
| Travel and Subsistence Allowances | |
| Breakfast | 6.68 |
| Lunch | 9.17 |
| Tea | 3.66 |
| Evening Meal | 11.31 |
| | |

| | |
|---|--------|
| Out of pocket expenses (Residential Courses) | |
| per night | 5.28 |
| per week | 21.07 |
| | |
| Long Service / Retirement Awards | |
| 25 Years | 474.43 |
| Additional Years | 20.52 |

APPENDIX 3 - CHIEF OFFICERS AND HEAD OF SERVICE REMUNERATION TABLE

| Post | Salary Grade | Designated Car User Allowance | Professional Fees | BBC Pension Contribution |
|--|--------------|-------------------------------|-------------------|--------------------------|
| Chief Executive | CO5 | Y | Y | 18.0% |
| Deputy Chief Executive and Section 151 Officer | CO4 | Y | Y | 18.0% |
| Executive Director | CO3a | Y | Y | 18.0% |
| Director of Legal and Democratic Services (Monitoring Officer) | CO3 | Y | Y | 18.0% |
| Head of Housing | CO2 | Y | Y | 18.0% |
| Head of Finance | CO2 | Y | Y | 18.0% |
| Head of Environment | CO2 | Y | Y | 18.0% |
| Head of Asset Management & Development | CO2 | Y | Y | 18.0% |
| Head of Planning & Economic Development | CO2 | Y | Y | 18.0% |
| Head of Revenues, Benefits and Customer Services | CO2 | Y | Y | 18.0% |
| Head of Legal Services (Deputy Monitoring Officer) | CO1 | Y | Y | 18.0% |

| | | | | |
|---|-----|---|---|-------|
| Head of Democratic Services (Deputy Monitoring Officer) | CO1 | Y | Y | 18.0% |
| Head of Administration | 15 | Y | Y | 18.0% |

APPENDIX 4 – SCALE OF FEES FOR ELECTORAL FUNCTIONS

1. Elections

All fees listed below are with effect from 1 April 2023. The Council may make additional payments for roles and tasks undertaken which are not listed below. These additional payments will be funded solely by the Council.

Polling Station Employees Fees

| Fee | Scale |
|---|--------------------|
| Presiding Officer 20% uplift for combination no matter how many polls are combined | *£15.93 per hour |
| Poll Clerk 20% uplift for combination no matter how many polls are combined | *£10.42 per hour |
| Polling Station Inspector | *£15.93 per hour |
| Training fee: face to face and test face to face or test only | *£42.40 *£21.20 |
| Delivery of training, fee per session | £159.00 |

Count Employees Fees

| Fee | Scale |
|---------------------------------------|--|
| Deputy Returning Officer | *£26.50 per hour |
| Chief Counting Officer | *£31.80 per hour (up to 10pm) *£47.70 per hour (after 10pm) |
| Count Manager | *£31.80 per hour (up to 10pm) *£47.70 per hour (after 10pm) |
| Count Supervisor | *£18.55 per hour (up to 10pm) *£27.83 per hour (after 10pm) |
| Count Assistant | *£13.25 per hour (up to 10pm) *£19.88 per hour (after 10pm) |
| Verification of ballot paper accounts | *£13.25 per hour *£19.88 per hour (after 10pm) |

Postal Voting Employees Fees

| Fees for issue or receipt of Postal Votes | Scale |
|--|--------------|
| | |

| | |
|--------------------------|--|
| Deputy Returning Officer | £26.50 per hour |
| Postal Vote Co-ordinator | £21.20 per hour (up to 10pm) £31.80 per hour (after 10pm) |
| Postal Voting Supervisor | £15.90 per hour (up to 10pm) £23.85 per hour (after 10pm) |
| Postal Voting Assistant | £13.25 per hour (up to 10pm) £19.88 per hour (after 10pm) |

Returning Officer Fees (District / Borough / City)

| Fee | Scale |
|---|---------|
| Returning Officer's fee for the 1st 1,000 local electors within each ward for which an election is held | £108.12 |
| Returning Officer's fee for each additional 1,000 electors or part thereof per ward | £36.04 |
| Returning Officer's fee for an uncontested Election | £43.99 |
| Returning Officer's clerical fee per 1,000 electors | £8.90 |
| Returning Officer's fee for postal voting (issue and receipt) | £174.90 |

Returning Officer Fees (Parish)

| Fee | Scale |
|---|---------|
| Returning Officer's clerical fee per 1,000 electors | £8.90 |
| Returning Officer's fee for postal voting (issue and receipt) | £174.90 |
| For one parish | £132.74 |
| For each additional parish up to 10 in total | £92.77 |
| For each additional parish over 10 in total | £65.82 |
| Additional payment where a parish is divided into wards, payment per ward | £22.05 |

Returning Officer Fees (Parish when combined with District / Parish)

| Fee | Scale |
|---|---------|
| Returning Officer's clerical fee per 1,000 electors | £8.90 |
| Returning Officer's fee for postal voting (issue and receipt) | £174.90 |
| For one parish | £105.80 |
| For each additional parish up to 10 in total | £88.75 |
| For each additional parish over 10 in total | £53.46 |
| Additional payment where a parish is divided into wards, payment per ward | £13.13 |

Returning Officer Fees (Parish where uncontested)

| Fee | Scale |
|---|--------|
| For one parish | £26.39 |
| For each additional parish up to 10 in total | £26.39 |
| For each additional parish over 10 in total | £13.03 |
| Additional payment where a parish is divided into wards, payment per ward | £13.13 |

Deputy Returning Officer and other Fees

| Fee | Scale |
|--|---------|
| Deputy Returning Officer's fee or Acting Deputy Returning Officer's fee for other duties (excluding count), e.g.: processing nominations | £169.60 |
| General clerical staffing per 100 electors | £8.59 |
| Poll card hand delivery per poll card | 19p |
| Mobile Phone Use (Maximum per PO) | £3.00 |

Notes

- *These fees do not include travelling expenses, which are at the discretion of the Returning Officer. Councils may use casual user mileage rates as laid down by the N.J.C. 45 pence per mile (private vehicle) and 24 pence per mile (motor cycle) or 20 pence per mile (bicycle).
- Payment of additional fees for working overnight, to reflect unsociable hours, is at the discretion of the Returning Officer.
- Additional fees may be paid to cover the actual and necessary costs incurred by the Returning Officer for all purposes including clerical assistance, in connection with the Election not already included in this scale.
- Payment to core Elections Team working additional time, such as overtime rates, is at discretion of the Returning Officer.
- All Fees are increased annually by the previous year's Local Authority Pay Award. The exception to this will be polling station staff. Poll clerks will be paid as a minimum the National Minimum wage. Presiding Officer fees are to be increased by the same percentage increase as poll clerks to ensure the differential between the two fees is retained owing to the difficulty in recruiting Presiding Officers and their differing levels of responsibility.
- Payment for use of personal mobiles phones to any staff member is at the discretion of the Returning Officer.

2. Electoral Registration

| Fee | Scale |
|---|-----------------|
| Canvass | |
| For each visit | £10.42 per hour |
| Training – online course only | £10 |
| Training – face to face and online course | £20 |
| Mileage | 45p per mile |
| | |

PAY POLICY CHANGES**APPENDIX 3**

| Policy Section | Suggested Change | Reason for Change |
|--|--|---|
| Throughout the Policy | Change 2022/23 to 2024/23 | To ensure the Pay Policy is updated for 2023/24. |
| Throughout the Policy | Personnel Committee to Cabinet | Following change in May 2022. |
| Throughout the Policy | Remove the term Senior Officers and replace with Chief Officer and/or Head of Service as applicable. | Ensure the Pay Policy terminology is consistent. |
| 3. Scope of the Policy | Update sections for Chief Officers to align with the Local Government and Housing Act 1989. | To become factually correct. |
| 12. Recruitment of Chief Officers | Update location of Constitution to 'Chapter 2 Parts 1 & 2'. Identify the role of the Senior Officers Employment Committee. | Constitution has been updated since the previous pay policy. |
| 15. Chief Officers Leaving Service ii) Severance Payments | Identify the role of the Senior Officers Employment Committee. | Align to Constitution. |
| 15. Chief Officers Leaving Service iii) Flexible Retirement | Removal of sentence stating 'the Council will not waive the costs of early release of pension'. | The Flexible Retirement Scheme Policy already covers this in more detail. |
| 19. Definition of Lowest Paid Employee | Updated amount as at 31 March 2023. | To ensure the Pay Policy is updated for 2023/24. |
| 20. Ratio of Pay | Updated amount as at 30 November 2023. | To ensure the Pay Policy is updated for 2023/24. |
| 22. Gender Pay Gap | Gender Pay Gap figures changed. | To ensure the Pay Policy is updated for 2023/24. |
| 22. Gender Pay Gap | Sentence removed stating the previous year's Gender Pay Gap (2020/21). | Detailed analysis provided as part of the Workforce Profile. |
| 23. Foundation Living Wage | Section rewritten to reflect the Council current position in relation to the Foundation Living Wage. | To compare the bottom of the Broxtowe Local Pay Scales with the Foundation Living Wage. |
| Appendix 3 | Update Information | To become factually correct. |

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